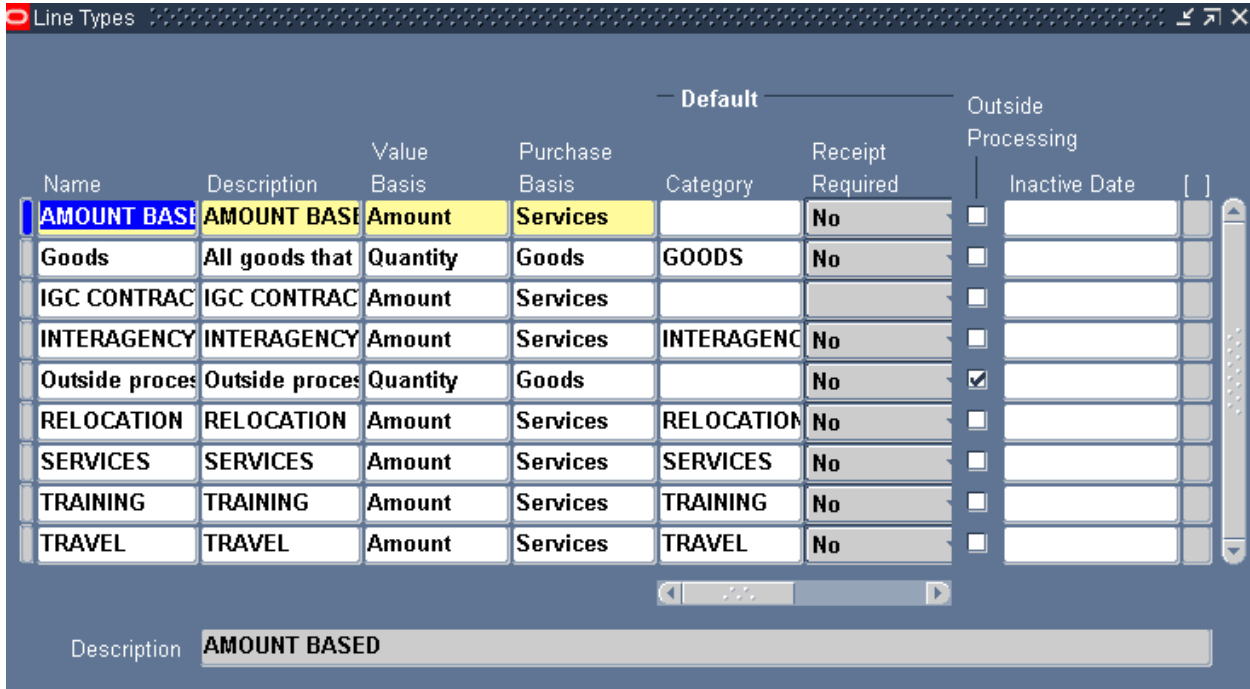


PO MEMO 50 - Purchasing – Setup - Line Types

There is a new field under the Line Types setup window called Purchase Basis where you enter Services when you enter Amount under Value Basis or Goods when you enter Quantity under Value Basis when creating new purchasing Line Types.

**BR100 and Internal Guides maintained by CSB will need to be updated.



Name	Description	Value Basis	Purchase Basis	Category	Receipt Required	Inactive Date
AMOUNT BASE	AMOUNT BASE	Amount	Services		No	
Goods	All goods that	Quantity	Goods	GOODS	No	
IGC CONTRAC	IGC CONTRAC	Amount	Services			
INTERAGENCY	INTERAGENCY	Amount	Services	INTERAGENC	No	
Outside proces	Outside proces	Quantity	Goods		No	
RELOCATION	RELOCATION	Amount	Services	RELOCATION	No	
SERVICES	SERVICES	Amount	Services	SERVICES	No	
TRAINING	TRAINING	Amount	Services	TRAINING	No	
TRAVEL	TRAVEL	Amount	Services	TRAVEL	No	

Description: AMOUNT BASED

PO MEMO 81 - Copy function to copy an existing purchase order to create a new purchase order

When copying a purchase order, GL Dates are not copied from the existing purchase order to the new purchase order. The new purchase order GL Dates will default to the current date, if in an open period. If the current date is not in an open period, the GL Date defaults to Null.

If an end-user attempts to approve PO with null GL Dates under PO Distributions, an error message is received. End-user must enter a date from an open period under PO Distributions GL Date to proceed.

The current period is generally open in production instances which means when using the copy function, the date will generally be populated to the current date. The Null date issue would pertain more to testing instances and should be noted by BTB.

PO MEMO 120-a - Worklist -Open Document Icon

When the Open Document Icon received under an Approvers or Supervisors or Forward-To end-users Worklist which is received when a requisition or purchase order is forwarded for approval is opened

Oracle now goes directly to the form and no longer requires the end-user to select the responsibility used by the end-user when entering the document unless reopening the Icon more than once.

PO MEMO 120-B Forward To field under the Requisition Approval window and PO Approval window

Forward To function under Requisitions or purchase orders will no longer allow an end-user to submit a requisition for approval to an end-user who has been inactivated.

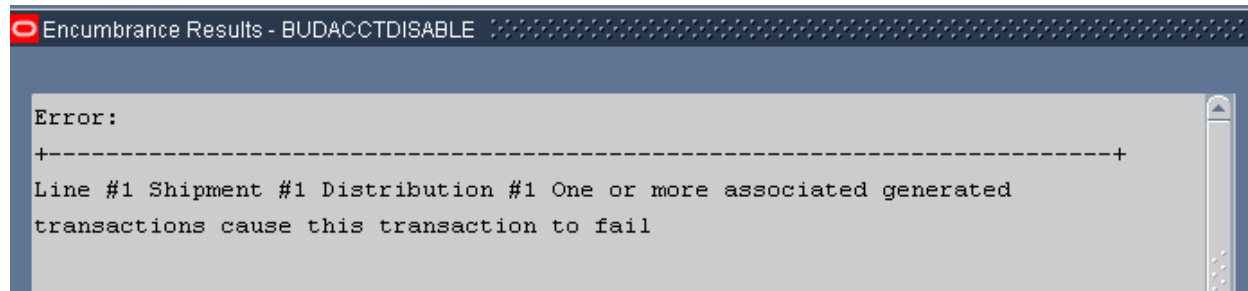
- A message is received advising the forward to person is not an on-line user.

PO MEMO 198 - CV Rules related to PO Entry and Disabled Accounting Strings or segments

If the Accrual Account generated from the PO Charge Accounts hits a CV rule or is disabled or the PO Charge Account hits a CV rule or is disabled, end user is unable to save their PO Charge Account under PO Distributions.

In the past under 11.5.9, Oracle allowed the end-user to enter the charge account even through the Accrual Account has disabled or violated a CV rule and the PO was processed into an Approved, Reserved Status. However, the accrual account was stripped reflecting default values which required the end-user to cancel the PO and reenter the document after correcting the charge account, enabling the CCID, or disabling or correcting the CV rule.

Currently working with Oracle to ensure Budgetary Accounts are handled in the same manner. As is, if the Budgetary Account is disabled, the end-user is advised the Budgetary Control Executed Success with Exception. If you click the Details button, the following message is received which makes you think the document failed funds check even through there was enough funds.



If the Budgetary Account violates a CV rule, the PO becomes stuck in process and requires Oracle Support Team intervention with our only option being to drop the CV Rule and hit retry on the document allowing it to process. This means an end-user would need to cancel the document if the accounting string was truly incorrect and re-enter it.

PO MEMO 202 - Executing a Control Action for Requisitions or Purchase Orders

When executing a control action to finally close or cancel a requisition or purchase order, there is a new checkbox; Use Document GL Date to Unreserve and there is a GL Date field rather than an Action Date Field.

When entering a date under the GL Date field, the GL impact will be generated on that date. Error message is received if period is not opened.

If checking Use GL Date to Unreserve checkbox, the GL impact of un-reservation will occur using the GL Date under the document distributions if in an open period. If not in an open period, the GL impact will post to the GL Date entered.

PO MEMO 214 Cancellation of PO lines and/or shipments possible under Purchase Orders window (PO Entry).

To complete this, the end-user clicks on the desired line or shipment and access Tools and Cancel from the file menu. Upon cancelling, the line or shipment is no longer reflected under the PO Entry form and can only be accessed from PO Summary.

The screenshot displays the Oracle Applications interface for PO Entry. The window title is "Oracle Applications - PBPDTI - Cloned from DBPDTI on 09-NOV-2008". The menu bar includes File, Edit, View, Folder, Tools, Inquire, Window, and Help. The Tools menu is open, showing options: Preferences, Notification Control, Check Funds, Acceptances, Copy Document, Convert Currency, Unreserve, Recalculate Price, and Cancel. The main form shows details for a "Standard Purchase Order" (PO12309.1) created on 01/23/2009. The status is "Approved, Reserved". The total amount is 1,000.00 USD. The transaction code is "OBLIGATION". Below the form is a table with columns: Num, Type, Item, Rev, Category, Description, UOM, Quantity, Price, and Promised. The first row is highlighted with Num 1, Type SERVICES, Item TEST, Category SERVICES, Description TEST, UOM EACH, Quantity 1000, Price 1, and Promised blank. At the bottom, there are buttons for Currency..., Terms, Shipments, and Approve... The Windows taskbar at the bottom shows the start button and several open applications: Microsoft Office, Brenda K. Whitt, Internet Explorer, and Windows Explorer. The system clock shows 3:14 PM.

Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised
1	SERVICES	TEST		SERVICES	TEST	EACH	1000	1	

PO MEMO 215 Auto Create Purchase Orders (TDP Only)

A Requisition can be modified under the Auto Create window and the buyer can be reassigned through the reassign buyer option (menu option) under the Auto Create window.

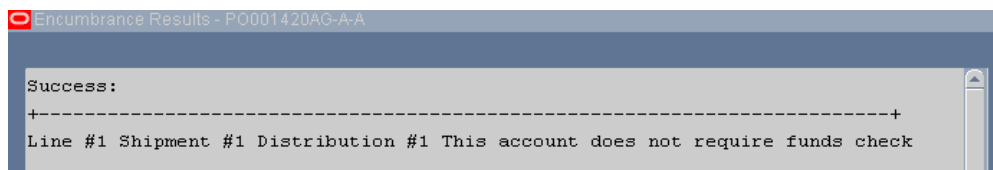
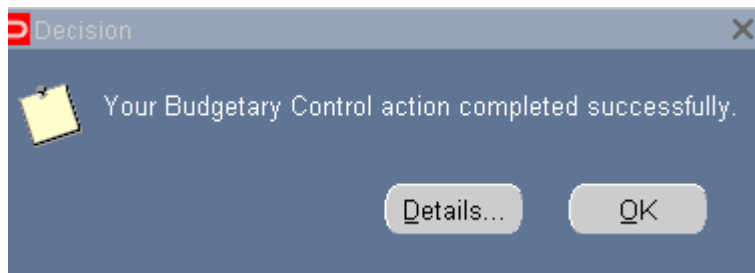
PO MEMO 216 PRISM Purchase Orders in Oracle - Must Requery Block Error

Must Requery Block error appears to be no longer received under PO Entry as it was under 11.5.9 when attempting to update a PRISM Purchase Order in Oracle. PRISM PO's are not viewable under PO Entry other than under Trigger Bypass responsibilities currently due to forms personalization. The need to access PRISM PO's in Oracle does not general arise and would only be attempted if the update was not possible in PRISM and a fix was required to being the PRISM document and Oracle document back in sync .

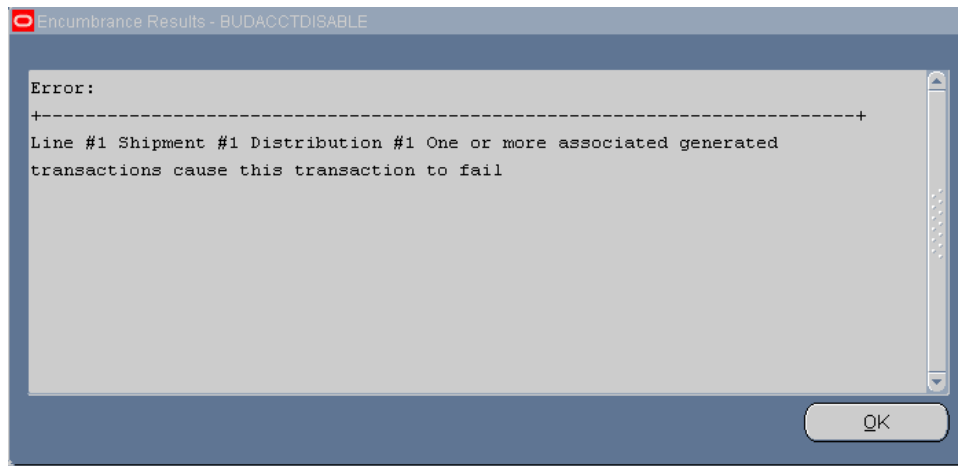
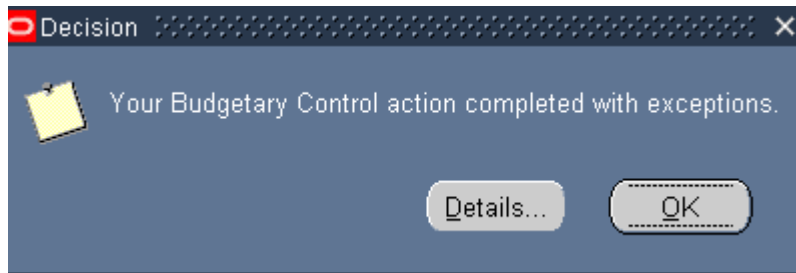
This note is an FYI to CSB to allow them to update troubleshooting guides.

PO MEMO 219 Message when checking funds changed for both Requisitions & Purchase Orders :

Your budgetary control action completed successfully means you document has passed funds check.



Your budgetary control action completed with exception means your document has failed funds check. Click the Details button to view message to help you determine the reason for failure.



End-users should always check funds prior to clicking the Approve button to submit the document for approval. If the document fails funds check, the end-user should correct the charge account or wait until funds are reprogrammed or become available before hitting the Approve button.

This will prevent the purchase order Status from changing to Pre-Approved or In Process which requires the end-user or Approver/Supervisor to access their Worklist and click the Send Back to Preparer button to reject the document back to the end-user if the charge account needs to be corrected or to click the retry button to retry the document once funds have been reprogrammed or become available. In Process documents generally require Oracle Support Team intervention.

PO MEMO 225 - New File Menu – Navigation: Tools>Unreserve

New menu option under Purchase Orders (PO Entry) which allows end-users to unreserve a purchase order.

Oracle Applications - PBPDIT - Cloned from DBPDIT on 09-NOV-2008

File Edit View Forms Tools Inquire Window Help

ORACLE

Purchase Orders (DEPARTMENT OF THE TREASURY) - PO12309.1

PO, Rev: 0 Type: Standard Purchase Order Created: 01/23/2009 07:55:53

Supplier: Site: 116194192 Contact:

Ship-To: ARC/ASD/PRB Currency: USD

Buyer: Status: Approved, Reserved Total: 1,000.00

Description: Transaction Code: OBLIGATION

Lines Price Reference Reference Documents More Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised
1	SERVICES			SERVICES	TEST	EACH	1000	1	

Item: TEST

Currency... Terms Shipments Approve...

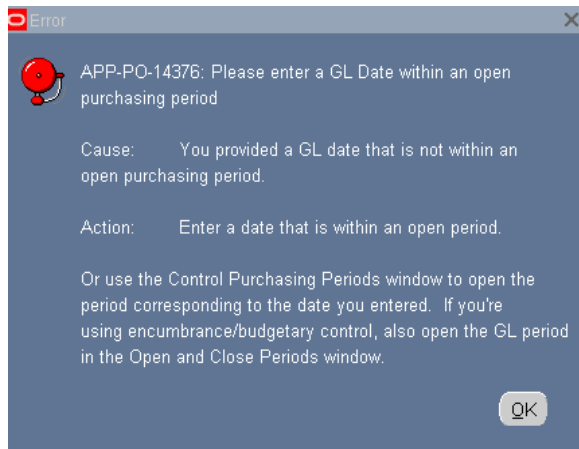
Unreserve (DEPARTMENT OF THE TREASURY)

Unreserve Date: 01/23/2009

☐ Use Document GL Date to Unreserve

OK Cancel

If end-user enters an unreserve date, the de-obligation entry will be posted to that period. Date must be in an open period.



If the end-user checks the Use Document GL Date to Unreserve checkbox, the deobligation entry will be generated using the GL Dates reflected under the purchase order Distributions form. If the Distribution under the purchase order falls in a closed period, the de-obligation entry will post using the Unreserve date entered. The end-user will not receive a message advising the dates under PO Distributions is in a closed period.

(This basically is the same as clicking the Approve button and checking the unreserve checkbox and entering an unreserve date and/or checking the Use Document GL to Unreserve checkbox.)

PO MEMO 235 - Purchase Orders and Requisitions Statuses

Forwarded documents or documents requiring an additional action now reflect a Pre-approved status in Oracle rather than In Process. Documents reflecting a Pre-approved status can be approved or rejected (Send Back to Preparer) through either the end-users or Approvers/Supervisors or the Forward-To end-user's Worklist. End-users will receive a Workflow Notification and email.

For example, if Supervisor or Approver is not found, the document will reflect a Pre-approved status and the end-user will receive a Workflow Notification and email. Documents should no longer be forwarded to the system administrator (SYSADMIN) and require Oracle Support Team Intervention.

****Currently CV Rules are becoming stuck in process and error message does not reflect the actual error. Working with Oracle to resolve this issue.**

PURCHASE ORDERS									
Number	Rev	Rel	ApprovalStat	ClosureSt	Cancelled	AmtAgreed	Amount	Match	
BUDACCTDISABLE	0		Pre-Approved	Open	<input type="checkbox"/>		0.01		

[Worklist](#) >**Unable To Reserve Standard Purchase Order BUDACCTDISABLE**[Forward](#)[Send Back To Preparer](#)[Try Override](#)[Try Reserving Again](#)[Reassign](#)[Request Information](#)

To WHITT, BRENDA K

Sent 01/23/2009 17:46:06

ID 557239

Unable To Reserve Standard Purchase Order BUDACCTDISABLE.

Reason for Reserve failure is:


Line #1 Shipment #1 Distribution #1 One or more associated generated transactions cause this transaction to fail

You can take one of the following actions:

1. You may try to override funds reservation failure from this notification (Please note that override will succeed if allowed by the Budgetary Control Setup).
2. Fix the problem with the document or the budgetary controls and try reserving again from this notification
3. Forward this document to a person that has the authority to reserve.
4. Return the document to the preparer so that they can make the necessary adjustments and then submit for approval again.

Response

Forward-To

All Employees and Users 

Note

PO MEMO 239 - PO Document Approval Window – Unreserve Date and Use Document GL Date to Unreserve checkbox

Upon clicking Unreserve, the following fields are activated:

- Unreserve Date
- Use Document GL Date to Unreserve checkbox.

When entering or copying a purchase order, the initial reserve occurs on the date listed under the GL Date field under PO Distributions.

When modifying, the end-user checks the unreserve checkbox and the Unreserve Date defaults automatically to the current date. Use must update the Unreserve date to an open period if applicable. Oracle will respond with an error message if the unreserve date is in a closed period.

An end-user may also choose to check the Use Document GL Date when Un-reserving checkbox.

If entering an Unreserve Date only, the PO will unreserve using the Unreserve Date entered. If checking the Use Document GL Date when un-reserving checkbox, the document will unreserve using the GL dates under PO Distributions. If the dates are in a closed period, document will unreserve using the Unreserve Date entered.

Upon reapproving, the end-user can update the GL Date under PO Distributions prior to approving and re-reserving the document.

Approve Document (DEPARTMENT OF THE TREASURY) - PO001080POEM-B

Approval Details Additional Options

Encumbrance

☐ Reserve ☒ Unreserve Unreserve Date 12/31/2008

☐ Use GL Override ☐ Use Document GL Date to Unreserve Accounting Date

Approval

☐ Submit for Approval

☐ Forward

Note

Change

Summary

Transmission Methods

☐ Print

☐ Fax FAX Number

☐ E-Mail E-Mail Address

Error

APP-PO-14376: Please enter a GL Date within an open purchasing period

Cause: You provided a GL date that is not within an open purchasing period.

Action: Enter a date that is within an open period.

Or use the Control Purchasing Periods window to open the period corresponding to the date you entered. If you're using encumbrance/budgetary control, also open the GL period in the Open and Close Periods window.

OK

OK Cancel

AP & PO MEMO 237 – Update PO Status to Finally Closed from PO Summary or Invoice Entry

Under 11.5.10.2, Oracle prevents an end-user from finally closing or final matching to a purchase order when un-validated invoices exist.

If an end-user attempts to finally close a purchase order which has un-validated invoice matched against it, Oracle generates a Control Errors message and stops the end-user from finally closing the purchase order.

Control Errors - PO12309.1

Error: You cannot finally close this purchase order because there are outstanding invoices and/or credit memos.

+-----+

If an end-user attempts to final match to a purchase order when un-validated invoices exist, Oracle places a hold on the invoice of Can't Close PO which can be released manually using the Match Override and validated.

The screenshot shows the Oracle Invoices window for the Department of the Treasury. It includes fields for Batch Control Total and Actual Total. Below is a table of invoices:

Invoice Num	Supplier	Supplier Num	Site	Invoice Amount	Invoice Date	Log/Accepted Date	GL Date	Description
INV12309.1	DOE & DOE	123123123	11619419	100.00	01/23/2009	01/23/2009	01/23/2009	TEST
INV12309.2	DOE & DOE	123123123	11619419	100.00	01/23/2009	01/23/2009	01/23/2009	012309

Below the table are tabs for General, Holds, View Payments, Scheduled Payments, and View Prepayment Applications. The 'Holds' tab is active, showing a table of holds:

Hold Name	Hold Reason	Held By
Can't Close PO	Cannot close PO before shipment is fully delivered	System

An editor window is open showing the hold reason: "Cannot close PO before shipment is fully delivered".

PO is NOT finally closed upon releasing the hold and validation of the invoice:

The screenshot shows the Oracle Purchase Order Headers window for the Department of the Treasury. It includes a table of purchase orders:

Number	Rev	Rel	ApprovalStat	ClosureSt	Cancelled	AmtAgreed	Amount	Matched Amt
PO12309.1	0		Approved	Open	<input type="checkbox"/>		1,000.00	200.00

Invoice distributions however reflect Yes under Final Match:

The screenshot shows the Oracle Invoice Distributions window. It includes a table of invoice distributions:

Distribution	Amount	Date	Description	Final Match
TDP0101SE09XX-2009-610001-TDP1	100.00	01/23/2009	TEST	Yes

The Final Match Holds received under 11.5.9 will no longer be received which caused invoices to be swept forward each month reflecting an incomplete status of Needs revalidation.

Final Match Holds currently existing in production instances will be resolved prior to go live of 11.5.10.2.